## Instructions for Completing NF 1676 Form (Last Update: December 20, 2001)

- 1. Section I: Check whether the document is modified or original; enter the Title, Author(s), RTOP# (civil servants) or Contract# (contractors); check the type(s) of publication; enter the document details. Contractors list your contracting company as the Performing Organization. Detailed instructions: List the Author(s) in the order listed in the document, in the format Lastname, Firstname (employer). The Ames employee submitting the 1676 form should give your full phone number instead of your employer. Give the document details (where published/presented, as space permits) in the box next to the black triangle/arrow. If Web publication is a possibility, also check the "URL" box, and give the URL or website in the document details box.
- 2. **Section II: Check "Unclassified"**. Note: If your document is \*not\* unclassified, check the appropriate box; your document must have limited distribution and be given a thorough export control review.
- 3. **Section III: Check "Publicly Available"**, and **complete the ARC1676A** form. Note: If your document does \*not\* qualify to be publicly available, do not check this box; your document must have limited distribution and be given a thorough export control review.
- 4. Print the NF1676 form.
- 5. **Section VI: Sign and date** the form. Check the "**Does NOT**" box. Note: If you did not check both Unclassified and Publicly Available on Page 1, check the "DOES" box, meaning that document distribution is limited and/or export controlled.
- 6. **Attach a copy of your document** to the form. [To conserve paper, please use duplex printing. Talk slides should be printed 2 or 4 to a page whenever possible.]

7. Route the "1676 package" to get all indicated approvals. Wait for final approval before releasing your document.

Please report form changes to me (Bryan Biegel, bbiegel@mail.arc.nasa.gov), so that I can update the online form at: http://science.nas.nasa.gov/Groups/SciTech/author.html http://in.nas.nasa.gov/Groups/INR/author.html